

Structural Analysis of City of Burlington
Downtown Parking Garages and Repair
Recommendations

Assessment of City Parking Garages

RFP for Engineering Services

Patrick Buteau, Assistant Director DPW
February 10, 2014

City of Burlington, Vermont

REQUEST FOR PROPOSAL

ASSESSMENT OF PARKING GARAGE STRUCTURES ENGINEERING SERVICES

INTENT:

The City of Burlington is seeking professional engineering services (Engineer) to evaluate the existing condition of its three parking garage structures located in the downtown business district; including but not limited to joints, concrete, mechanical systems and other structural components as detailed below and to recommend short and longer term remediation to ensure continued safe and efficient operations of these facilities.

OVERVIEW:

The City of Burlington launched a Downtown Parking Improvement Initiative in November of 2013 by City Council Resolution establishing a collaborative public/private partnership with a vision of a managed parking system that delivers a more positive customer experience. Among the expected outcomes of this initiative is a completion of a comprehensive assessment of the City's parking facilities which includes maintenance and capital improvement needs and expected lifespan of each facility.

The Municipal (Church Street Marketplace) Garage is a multilevel 400 space facility built in 1976 using post tensioned cast in place construction methods. The stair towers consist of cast in place concrete steps supported of itself and the exterior stair tower walls. This facility is bounded by Bank Street, Cherry Street, and South Winooski Avenue with entrances on Bank and Cherry Streets and one exit on South Winooski Ave. The lower level 40+ spaces have their own combined entrance/exit gate and are used by monthly lease holders. The remainder of the garage is open for public daily parkers who pay for their parking at attended booths upon exit. Skidata revenue control equipment is utilized in this facility.

The College Street (Hilton) Garage is a multilevel 460 space facility built in 1985 by a private developer using poured in place concrete columns and precast concrete double tees. The facility was turned over to the City for \$1.00 in 1995 with significant repairs incurred since City ownership. The facility is located at 60 College Street with entrance and attended/automated exits on College Street and automated entrance/exit on Battery Street. This garage is primarily used by monthly leaseholders and hotel conference and overnight guests. Transient daily parkers are minimal. Skidata revenue control equipment is also utilized at this facility.

The Lakeview Garage (Macy's) is a multilevel 400 space facility built in 1998 with an additional two levels adding 278 spaces in 2009 for a total of 678 spaces constructed with steel columns and precast concrete decks. Additionally, the Westlake Garage is a cast in place garage built with 59 spaces connecting to the Lakeview Garage in 2011. Lakeview Garage is located at 45 Cherry Street with entrance and exits onto Cherry Street and it is interconnected with the College Street Garage. This Garage supports Macy's Department Store, two hotels for their overnight guests, and daily transient users.

SPECIFICATIONS AND SCOPE OF SERVICES:

The Engineer will perform a thorough structural review of each Garage, its stair towers, ingress/egress and mechanical systems (electrical, elevators, etc) in order to provide a comprehensive written conditions report regarding the various elements in each Garage along with recommendations for immediate and long term repairs and/or improvements. The report should identify repairs requiring immediate attention as well as recommended maintenance and repairs scheduled for the next 10 years. The schedule of repairs must include a detailed estimate of construction costs and engineering costs to prepare plans and specifications to affect each type of repair. Estimates shall include annual inflation costs for inclusion in future annual budgets.

In the course of the review, should the Engineer identify critical safety issues in any of the facilities it is expected that they would be brought to the City's attention immediately and prior to the completion of the engagement.

The recommendations should be of such scope and detail as to provide a basis for the preparation of any bidding of repair services. The scope of services shall include the following items for each facility:

1. An evaluation of the parking garage including any joint sealant and joint expansion systems.
2. A conditions assessment of the water proofing membranes.
3. Determinations of the general structural condition of the parking garage including precast panels and an examinations and discussion of foundation performance.
4. A conditions assessment of the unbonded post tensioned strands in the Municipal Garage decks using nondestructive testing.
5. A conditions assessment of the electrical and lighting systems within the facility.
6. A conditions assessment of the stair towers, elevator shafts, mechanical rooms, utility rooms, and occupied spaces (attendant booths).
7. A conditions assessment of the roof areas of stair and elevator towers.
8. A conditions assessment of all expansion joints, sealants, sidewalks and curbs.
9. A conditions assessment of parking stall striping and deck markings.
10. Determination of the condition and adequacy of the drainage systems throughout the garage.

11. Determination of the condition and adequacy of the handrails, doors, and stairs in the towers.
12. A review of the elements of the structure for compliance with the American with Disabilities Act.
13. Estimate of remaining lifespan of each facility.
14. Determine average annual capital expense per facility per year.

QUALIFICATIONS REQUIRED:

Minimum qualifications of the Engineer are as follows:

1. At least five (5) years of professional experience providing similar service to a facility of similar size.
2. At least three (3) references from similar projects currently/previously engaged in with contact information.
3. At least one of the references must be from a city/county/state entity.

PROPOSAL FORMAT:

The Engineer's proposal should include the following:

1. Engineer shall provide a statement indicating their understanding of the project, and provide a statement including their approach to performing the scope of work and in completing the project.
2. Detailed information on your organization's primary participants and their roles, including all MBE/WBE participants.
3. The name, qualifications and experience of the local manager that will be assigned to oversee this project. Additionally, provide resumes for your proposed project manager as well as other engineers and subcontractors proposed to work on the project.
4. Demonstration that the firm has successfully completed engineering services similar in scope to that requested in this proposal.
5. Description of the firm and its pertinent experience. Please submit a list of clients for which the firm provides comparable services. The listing of comparable experience should provide names, contact persons, addresses and phone numbers of references for verification of experience
6. Proof that the firm is presently licensed to do business in State of Vermont, or is able to obtain proof upon award and prior to the commencement date of the Agreement. Each MBE/WBE participant will provide a copy of its MBE/WBE certification that verifies the certification occurred prior to the date this Request for Proposals was issued.
7. A proposed schedule for commencement and completion of study for each garage from date of award.

8. A separate cost estimate for each Garage being assessed including a detailed level of effort table with hourly rates, hours, and expenses.
9. One signed original and 4 copies of your proposal; and one electronic copy.

AWARD CRITERIA :

The award of a contract for the described services will be made by the City's RFP Evaluation Committee and shall be based on the respondent's qualifications including, but not limited to the following:

- 1. Project Understanding and Approach (maximum 30 points)**

- 2. Experience and Qualifications of the Proposer (maximum 30 points)**

Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP, and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include providing similar services to major public and private sector corporations.

- 3. Proposal Completeness (maximum 10 points)**

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation.

- 4. Financial Terms (maximum 30 points)**

Consideration will be given to proposals that present the optimum financial benefit to the City over the term of the contract.

Respondents may be asked to attend an interview and make a presentation of their proposal to the Committee.

PRE-PROPOSAL MEETING :

A pre-proposal meeting and site tour will be conducted on **February 21, 2014 at 10:00am SHARP**, meeting at City of Burlington Public Works Facility, 645 Pine Street, Burlington, VT. It is **STRONGLY** recommended that prospective bidders attend this meeting. Deadline for submitting questions will be **February 28, 2014 at 4:00pm**. Answers to questions will be emailed to all attendees **by Friday March 7, 2014 at 4:00pm**.

Please contact Patrick Buteau, Asst Director Public Works to confirm your participation in the pre-proposal meeting (802) 863-0460 or by email at pbuteau@burlingtonvt.gov.

The City reserves the right to amend the RFP based on questions and issues raised prior to and at the pre-proposal conference. Companies represented at the pre-proposal conference will receive any such amendments in writing.

PROPOSAL DUE DATE :

Proposals will be accepted up until **3:00 pm April 11, 2014**, mailed to City of Burlington Public Works Department, 645 Pine Street, Burlington, VT 05401, Attn:

Patrick Buteau, Asst Director of DPW. Outside of envelope must be clearly marked with "Garage Assessment Proposal".

LIVABLE WAGE, OUTSOURCING AND UNION DETERRENCE :

The Contractor shall comply with the Burlington Livable Wage Ordinance and the Non-outsourcing Ordinance and the Union Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

LIABILITY REQUIREMENTS :

1. Paid by Awarded Vendor - Errors and Omissions Policy

The successful company shall supply and maintain insurance which indemnifies and holds harmless the City, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than 1,000,000.

2) See attached sample insurance certificate with required limits for other required insurances.

INSURANCE CERTIFICATES SHALL NAME THE CITY OF BURLINGTON AS ADDITIONAL INSURED PARTY AND SHALL BE PRIMARY OVER ANY INSURANCE HELD BY THE CITY.

RIGHT TO REJECT PROPOSALS :

This RFP does not commit the City to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The City intends to award a contract on the basis of the best interest and advantage to the City, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the City to do so.

COMPLIANCE WITH LIVABLE WAGE & NON-OUTSOURCING ORDINANCES: The Contractor shall comply with the Burlington Livable Wage Ordinance and the Non-outsourcing Ordinance and the Union Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Livable Wage Ordinance; (2) as a condition of entering into this contract or grant, Contractor confirms that all covered employees, as defined by Burlington's Livable Wage Ordinance, shall be paid a livable wage for the term of the contract as determined and adjusted annually by the City of Burlington's Chief Administrative Officer, (3) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace or other location where covered employees work, and (4) payroll records or other documentation, as deemed necessary by the Chief Administrative Officer, shall be provided within ten (10) business days from receipt of the City's request.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary

**Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance**

I, _____, on behalf of _____ (Contractor) and in
connection with _____ (City contract/project/grant), hereby certify under
oath that _____ (Contractor) has not advised the conduct of any illegal activity,
it does not currently, nor will it over the life of the contract provide union deterrence services in
violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency name Agency address	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Subcontractor/vendor/business name	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	Name of insurance carrier
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	GENERAL LIABILITY	X	Policy Number	Eff Date	Exp Date	EACH OCCURRENCE \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					LIABILITY TO RENTED PREMISES (Ea occurrence) \$ 300,000
	CLAIMS-MADE X OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 2,000,000					
	PRODUCTS - COMPROP AGG \$ 2,000,000					
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY X PRO-JECT LOC					
X	AUTOMOBILE LIABILITY	X	Policy Number	Eff Date	Exp Date	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	X HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED	RETENTIONS				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				X WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/REMEMBER EXCLUDED? (Mandatory in NH)	N				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
	Professional/E&O		Policy Number	Eff Date	Exp Date	\$1,000,000 limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Burlington is named as an additional insured, on a primary and non-contributory basis, with regard to the general liability and auto liability policies, as required by written contract or agreement.

CERTIFICATE HOLDER

CANCELLATION

City of Burlington Department of Public Works 149 Church Street Burlington, VT 05401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature required

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ACORD 25 (2010/05)

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City of Burlington Engineering Services Parking Garage Assessments

Monday, February 10, 2014

ID	Task Name	Start	Finish	Duration	Q1 14								Q2 14											
					2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22
1	Release of RFP	2/10/2014	2/21/2014	10d																				
2	Site Visits Pre Bid Mtg	2/21/2014	2/21/2014	1d																				
3	Questions Submitted	2/21/2014	2/28/2014	6d																				
4	Response to Questions	2/28/2014	3/7/2014	6d																				
5	Proposals Due	3/7/2014	4/11/2014	26d																				
6	Finance Board Approval of Award	4/14/2014	4/14/2014	1d																				
7	City Council Approval Resolution	4/16/2014	4/16/2014	1d																				
8	Award to successful firm	4/17/2014	4/17/2014	1d																				
9	Completion of Engagement	4/17/2014	6/10/2014	39d																				
10	Draft Report for Comment	6/10/2014	6/13/2014	4d																				
11	Presentation of Final Report	6/16/2014	6/20/2014	5d																				
12																								
13																								
14																								